

C.I.G. Administrative Instructions

[REDACTED] CONFIDENTIAL

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applies to

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STATINTLCENTRAL INTELLIGENCE AGENCY
INSTRUCTION
C. I. G. ADMINISTRATIVE / [REDACTED]TIME, LEAVE AND PAY REGULATIONSonly to Civil Service
Special set of orders
for all Special Funds
will be built up -

7713

1. TIME AND ATTENDANCE REPORTS

a. It is required that Time and Attendance Reports for each civilian employee be maintained by each branch, division, or section, on Standard Form 1130. There must be entered on Standard Form 1130 the number of hours in pay status, and the annual leave, sick leave, or leave without pay chargeable for each 14 day pay period. These reports must be forwarded to the Pay Roll Unit, Fiscal Section not later than 4:30 p.m. on the Monday following the close of each 14 day pay period.

b. Form 71, Application for Leave, must be secured and transmitted with Time and Attendance Reports for all annual leave in excess of 12 days or when the leave extends from one reporting period to the next. When sick leave covers a period in excess of three days, a certificate of a physician or practitioner will be furnished. When sick leave covers a visit to a physician, dentist, oculist, etc., the time of the visit and the name and address of the doctor should be furnished by the employee on Form 71 or in a statement to be attached to Form 1130. The leave clerk in the Pay Roll Unit, Fiscal Section, will post to the Time and Attendance Reports the annual and sick leave accumulated by each employee in accordance with "Regulations Relating to Annual and Sick Leave of Government Employees (as amended June 26, 1946, effective July 1, 1946; 11 F. R. 7257)".

2. OVERTIME

a. All work in excess of 40 hours performed during one week will be considered overtime, if authorized in advance by a responsible official of the branch in which performed. Overtime for employees in grades up to and including the base pay of P-2 or CAF-7 will be compensated at time and a half provided such overtime is approved in advance by the Chief, Budget Section, Finance Division. For employees in grades above the base pay of P-2 or CAF-7, compensatory time off may be allowed in accordance with the provisions of Public Law 106-79th Congress.

Not distributed

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RENUMBERED PER CIA GENERAL ORDER [REDACTED]

2. OVERTIME -- Cont'd

b. Requests for the approval of overtime in grades P-2 or CAF-7 and below will be submitted to the Chief, Budget Section, Finance Division, in detail and in triplicate on Form 32-3, bearing the signature of the Chief or Administrative Officer of the branch or division initiating the request. Upon receipt of Form 32-3, the Chief, Budget Section will, if appropriate, enter his approval, and return the duplicate and triplicate copies to the initiating officer. No requests should be submitted to the Budget Section for overtime to be performed by employees in grades above P-2 or CAF-7.

c. Approved overtime worked by employees in Grades P-2, CAF-7 and below will be recorded on Standard Form 1130, Time and Attendance Report, covering the pay period in which performed and the duplicate copy of Form 32-3 bearing the approval of the Chief, Budget Section, will be attached thereto for transmittal to the Pay Roll Unit, Fiscal Section. The triplicate copy of Form 32-3 may be retained by the initiating office.

3. NIGHT DIFFERENTIAL

Whenever an employee performs a tour of duty between the hours of 6:00 p.m. and 6:00 a.m., an addition of 10% of his base pay will be allowed. The Time and Attendance Report, Standard Form 1130, must indicate the employee's tour of duty whenever a night differential is claimed.

4. HOLIDAY PAY

Work performed on holidays will be compensated for at double time. However, in view of budget limitations, prior approval must be secured from the Chief, Budget Section on Form 32-3, before any employee is requested to render services on a holiday.

5. DISTRIBUTION OF SALARY CHECKS

a. Salary checks will be distributed by the Pay Roll Unit, Fiscal Section, to the payment and leave clerks of the branch, division, or office in which the individual is employed. A list containing the names of the employees and having spaces designated for signatures will accompany each group of checks. The signed lists evidencing receipt of the checks by the employees must be returned to the Pay Roll Unit immediately upon delivery of the checks. Undelivered checks accompanied by a memorandum stating the reason for non-delivery must be returned at the same time. In those instances where an employee is absent from work but it is known that he will return within 5 days, the payment and leave clerk may retain the list of undelivered checks for the 5 day period.

5. DISTRIBUTION OF SALARY CHECKS -- Cont'd

b. Extreme care must be exercised by payment and leave clerks to insure that checks do not become lost or misplaced and that security regulations are not violated.

6. TERMINAL PAY

a. Employees who are terminated will be paid in accordance with the "Lump Sum Payment Act." The amount of final payment will be calculated on the basis of information regarding the last working day and the accrued annual leave as shown on the personnel action terminating the employee's services.

b. No employee transferring out of, or being terminated from this agency shall be given final clearance and/or final salary payment until all monies or property that may have been assigned to him have been returned or properly accounted for. The final clearance form, obtainable in the Personnel Division, must be initiated by the employing office, cleared with the applicable branches in advance, such as Personnel, Security, Property Control Section, Special Funds Division, and Fiscal Sections, and be on file in the Pay Roll Unit, Fiscal Section, before final payment is made.

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[REDACTED]
Colonel, CAC
Executive for Personnel
and Administration

ROUTINE
SPECIAL JNDS

FROM: _____

DATE: _____

TO	NAME	INITIALS
②	[REDACTED]	<i>WJD</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
①	[REDACTED]	<i>AW</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

all power employees
and other employees
to demands equal
balance.

People would be
so glad you are
settled there & to
work harder
but it's unlikely
anyone you have
about is not
upset at all.

DR

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Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010040-9
13 November 1948

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CENTRAL INTELLIGENCE GROUP

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C. I. G. ADMINISTRATIVE ORDER [REDACTED]

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TIME, LEAVE AND PAY REGULATIONS

1. TIME AND ATTENDANCE REPORTS

a. It is required that Time and Attendance Reports for each civilian employee be maintained by each branch, division, or section, on Standard Form No. 1130. There must be entered on Standard Form 1130 the number of hours in pay status, and the annual leave, sick leave, or leave without pay chargeable for each 14 day pay period. These reports must be forwarded to the Pay Roll Unit, Fiscal Section not later than 4:30 p.m. on the Monday following the close of each 14 day pay period.

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*Enclosed by
A.I.
5/29/48*

2. OVERTIME -- Cont'd

b. Requests for the approval of overtime in grades P-2 or CAF-7 and below will be submitted to the Chief, Budget Section, Finance Division, in detail and in triplicate on Form 32-3, bearing the signature of the Chief or Administrative Officer of the branch or division initiating the request. Upon receipt of Form 32-3, the Chief, Budget Section will, if appropriate, enter his approval, and return the duplicate and triplicate copies to the initiating officer. No requests should be submitted to the Budget Section for overtime to be performed by employees in grades above P-2 or CAF-7.

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5. DISTRIBUTION OF SALARY CHECKS -- Cont'd

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b. No employee transferring out of, or being terminated from this agency shall be given final clearance and/or final salary payment until all monies or property that may have been assigned to him have been returned or properly accounted for. The final clearance form, obtainable in the Personnel Division, must be initiated by the employing office, cleared with the applicable branches in advance, such as Personnel, Security, Property Control Section, Special Funds Division, and Fiscal Sections, and be on file in the Pay Roll Unit, Fiscal Section, before final payment is made.

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Colonel, CAC
Executive for Personnel
and Administration

~~CONFIDENTIAL~~CENTRAL INTELLIGENCE AGENCY
Washington, D. C.*rescinded*ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

24 June 1948

25X1A

SUBJECT: Time, Leave and Pay

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Revisions: a. Administrative Instruction [REDACTED], dated 17 December 1946, subject: Maternity Leave.

25X1A

b. Administrative Instruction [REDACTED] dated 24 April 1947, subject: Leave Without Pay.

25X1A

c. Administrative Instruction [REDACTED] dated 15 July 1947 and 19 May 1947, subject: CIA Policy on Active Duty Training of Military and Naval Reserve Officers Employed by CIA; Military Leave Without Pay for Annual Training Duty.

25X1A

d. Administrative Instruction [REDACTED] dated 13 November 1946, subject: Time, Leave and Pay Regulations.

25X1A

e. Administrative Instruction [REDACTED] dated 21 March 1947, subject: Time, Leave and Pay Regulations - Unvouchered Funds.

1. Definitions

a. Permanent employees are those appointed without limitation as to length of service, or for definite periods in excess of one year, or for the duration of the job, and those who, although paid only when actually employed, are continuously employed for a period of not less than one month as distinguished from part-time or intermittent employees. Native and foreign national employees overseas are considered as permanent employees for leave purposes only.

b. Temporary employees are those appointed for definite periods of time not to exceed one year.

2. Annual Leave

a. Permanent employees are entitled to 26 working days annual leave with pay, for each calendar year of Government service. One day of annual leave per bi-weekly pay period is earned by a permanent employee and credited to his account at the end of each pay period. The minimum credit of annual leave is 15 minutes and additional credits are in multiples of 15 minutes. Permanent employees who enter on or separate from duty on other than the first or last work day of the bi-weekly pay period accrue one-tenth of one day's leave for each complete day during that reporting period.

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b. Temporary employees earn two and one-half days annual leave for each continuous full month of service. However, no annual leave accrues for a fractional service month.

c. Not more than 60 days accumulated annual leave may be carried forward into a new calendar year.

d. An employee, however, who had on July 24, 1947, over 60 days annual leave to his credit may carry over his leave balance as of that date up to a maximum of 90 days, provided he has consistently maintained such balance on the first of each year after July 24, 1947.

e. The minimum charge for annual leave is one hour, and additional leave will be charged in multiples of one hour.

f. Annual leave must be taken at such time as will not interfere with the work of the organization, and must be approved by the appropriate supervisor before the leave is taken.

3. Advanced Annual Leave

a. Permanent employees who have been in the Federal service for one year or more may, in case of emergency, be granted advanced annual leave equal to that which will accrue during the remainder of the current calendar year, with the understanding that if it is not earned during the calendar year they shall make a refund for such leave.

b. Application for advanced annual leave will be submitted to the appropriate supervisor for review and recommendation, and forwarded to the Chief, Personnel Branch, MoN, for final approval. The Assistant Director for Special Operations may approve advanced annual leave for his unvouchered employees.

c. Temporary employees will not be advanced annual leave.

4. Sick Leave

a. Permanent employees accrue sick leave at the rate of one and one-fourth days per month, or a total of 15 days a year. The minimum credit for sick leave is one hour.

b. Temporary employees accrue sick leave at the rate of one and one-fourth days for each full month of service.

c. Sick leave may be accumulated and carried forward until it totals not more than 90 days. Sick leave is available to permanent employees at the beginning of the month in which it accrues, and to temporary employees only after it has been earned.

d. The minimum charge for sick leave is one hour, and additional leave will be charged in multiples of one hour.

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(1) Sick leave will be granted to employees:

(a) When they are incapacitated for the performance of their duties by sickness, pregnancy and confinement, and injury.

(b) For medical, dental or optical examination or treatment, when leave is approved in advance by the supervisor.

(c) When a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee.

(d) When, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.

(e) Sick leave must be supported by a medical certificate or other evidence administratively acceptable if the absence is for more than three working days.

5. Advanced Sick Leave

a. Permanent employees, in case of serious disability or ailments lasting five days or more, may be granted not to exceed 30 days advanced sick leave. Such advances are charged against sick leave which will be earned in the future. No advance sick leave will be granted to temporary employees.

b. When an employee applies for more sick leave than he has accumulated or than may properly be advanced, the excess leave may be charged against accrued annual leave or to leave without pay.

c. An employee when terminating from service must, except in cases of separation caused by death, retirement for disability, disability, or reduction in force, refund the amount paid him for the period of indebted leave.

d. Applications for advanced sick leave must be accompanied by a certificate from the attending physician certifying the nature of the illness and the estimated date that the employee will be able to return to duty. Applications will be processed in the same manner as those for advanced annual leave.

6. Substitution of Sick for Annual Leave

When sickness occurs within a period of annual leave and lasts five or more consecutive workdays, sick leave may be granted to cover the period of illness and the deductions against annual leave for this period will be restored. Application for substitution must be made within

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two workdays after return to duty and must be supported by a medical certificate, or other evidence administratively acceptable.

7. Maternity Leave

a. Written applications for maternity leave, accompanied by a doctor's certificate, may be approved by the Chief, Personnel Branch, A&M, and the Assistant Director for Special Operations may approve such applications for his unvouchedered employees.

b. Normally maternity leave will not exceed six months including

- (1) Accumulated sick leave
- (2) Accumulated annual leave
- (3) "Leave without pay status" for any balance of the six months.

c. The Chief, Personnel Branch, A&M, may approve up to an additional six months' period of maternity leave as "leave without pay" upon receipt of written advice from the attending physician certifying to the necessity for the additional leave. The Assistant Director for Special Operations may approve such additional leave for his unvouchedered employees.

d. Immediately prior to the effective date of maternity leave, the office to which the employee is assigned shall submit Form No. 37-3, Personnel Action Request. The employee shall execute Form No. 34-30, Final Payment Clearance Sheet.

8. Leave Without Pay

a. (1) Leave without pay not exceeding 15 working days may be granted at the discretion of Staff Chiefs, Assistant Directors, Heads of Field Offices, or Chiefs of Missions or Bureaus overseas, to employees under their jurisdiction. (2) Leave without pay in excess of 15 workdays must in addition be approved by the Chief, Personnel Branch, A&M. The Assistant Director for Special Operations may approve such leave without pay for his unvouchedered employees.

b. Leave without pay will not be authorized initially for any period in excess of 12 months.

c. Form No. 37-3 will be initiated by offices when LWOP for 60 or more calendar days is recommended for approval. A personnel action will be issued when such leave or an extension or renewal thereof is approved.

d. Employees who are granted an extended period of LWOP will, prior to the beginning of such leave, execute Form No. 34-30, "Final Payment Clearance Sheet".

9. Military Leave

a. Military leave for training purposes only, not to exceed 15 calendar days in any one year, **CONFIDENTIAL** pay without charge to annual

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leave to members of any military or naval organization established by law of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.

b. Members of the National Guard of the District of Columbia may be granted Military leave with pay without charge to annual leave on all days of service which they are ordered by competent authority to perform and on all days during which they are engaged in field or coast defense training.

c. Applications for military leave will be processed in the same manner as applications for advanced annual leave.

10. Court Leave

a. A permanent employee subpoenaed to testify as a witness on behalf of the United States or the Government of the District of Columbia, or called for jury duty, in a State, District of Columbia, or Federal Court, is entitled to his regular pay while absent from duty and no charge for leave is made. Evidence of attendance at court and evidence of receipt or non-receipt of fees is required. Applications for court or jury leave will be processed in the same manner as applications for advanced annual leave.

b. Annual leave or LWOP will be granted when an employee is subpoenaed in private litigation or by some party other than the Federal or District of Columbia Government.

c. Employees may be regarded as in active duty status for court service and no leave charged if the value of the employee's testimony arises from his official capacity and he is subpoenaed solely because of and to testify in that capacity.

d. Temporary, substitute or "when actually employed" personnel are not entitled to court or jury duty leave of absence with pay.

e. Employees who serve as witnesses or jurors and are granted court, jury duty or official leave will surrender to the Budget and Finance Branch, D&M, fees received from courts for days on which the employee normally would have worked. Federal employees called for jury duty in the District of Columbia are not paid usual jury fees.

f. An employee who appears in any court as a witness, plaintiff, defendant or juror must report to the Executive for Inspection and Security for briefing on security regulations prior to date of his appearance in court.

11. Unauthorized Absence

An employee detained by causes beyond his control and unable to report for duty at the opening hour, should notify his supervisor as soon as possible on the first day of absence. An employee may be absent from duty for any cause, without

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prior permission, must be ~~anticipatly~~ explained; otherwise leave will be charged as AWOL and the employee will be subject to disciplinary action.

12. Employees not Eligible for Leave

Employees do not earn leave if appointed:

- a. For service limited to portions of each workday, week or month.
- b. For service under repeated appointments or employments for periods of short duration none of which extends for a full month.
- c. For service on a "per hour" basis where employment is not on a regular and continuous basis.

13. Leave Balances

Leave balances should be requested from the Leave Section, Budget and Finance Branch, or Special Funds Division, OSO, only when it is absolutely necessary that an employee know his leave balances because of an anticipated vacation or a prolonged absence due to illness or some other special reason and he is not certain whether sufficient leave is available to cover the absence. Such requests will be submitted in writing and forwarded through appropriate Time & Attendance Clerks.

14. Overtime

a. Within the continental limits of the United States:

(1) Overtime for departmental employees must be approved prior to overtime work in each case. Requests will be submitted on Form No. 32-3, Request for Approval of Overtime, as indicated below:

- (a) To Budget and Finance Branch, A&M, for all employees except those of OSO who are paid from unvouchored funds. Such requests may be approved by the Chief, Budget Division and the Chief and Assistant Chief, Budget and Finance Branch.
- (b) To Special Funds Division, Administration and Services, OSO, for employees of OSO who are paid from unvouchored funds. Such requests may be approved by the Chief and Assistant Chief, Special Funds Division, OSO.

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(2) Quarterly estimates of anticipated overtime requirements will be submitted on Form No. 32-3 by Chiefs of [redacted] field installations to the officials indicated in a (1) above, who are authorized to approve overtime payments for [redacted] field installations. Forms should be submitted quarterly in advance to insure receipt and approval prior to the beginning of the quarter covered by the estimate.

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b. After approval as in "a" above, overtime for employees in the continental United States may be ordered by the appropriate Staff Chiefs, Assistant Directors, Chiefs of Branches or Heads of Field Offices.

c. Outside the continental limits of the United States, overtime may be ordered and approved by Chiefs of Missions or Bureaus or their Deputies. They must, however, have evidence that sufficient funds are available for payment before authorizing overtime. Native and foreign national employees outside the continental limits of the United States who are paid in accordance with local prevailing wage rates are not entitled to overtime pay unless local custom requires.

d. All work in excess of 40 hours performed during one administrative work week will be considered overtime if authorized and approved in advance in accordance with the above provisions.

e. Approved overtime worked will be paid at authorized rates or compensatory time off may be allowed.

15. Holidays

Work to be performed on a holiday for which holiday pay will be granted must be authorized and approved in advance in the same way as for overtime work and pay as shown in 14 above. An employee can only be excused or paid holiday rates for that portion of his tour of duty which actually falls within the 24-hour holiday period, and not to exceed 8 hours.

16. Night Differential

a. An additional 10 per cent of an employee's base pay will be allowed for work performed between the hours of 6:00 PM and 6:00 AM, when such hours fall within the employee's regularly scheduled tour of duty. Night differential cannot be claimed for time used in obtaining meals.

b. When computing night differential reference should be made to the attached Table which shows the maximum hours of night differential that can be claimed for various tours of duty.

17. Terminal Pay

a. Annual leave must be liquidated by a lump sum payment when an employee is separated from the Federal service, or when transferred between positions which are under different leave systems, i.e., permanent to temporary or vice versa.

18. Time and Attendance Reports

a. Time and Attendance Reports will be submitted to the Budget and Finance Branch, A&M, or the Special Funds Division, OSO, as appropriate in accordance with instructions from such offices.

b. Two copies or extracts of military or naval orders will be given to the appropriate Time and Attendance Office to be submitted with the first

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report (Form No. 1130) showing military leave. If leave extends beyond that reporting period, additional military leave should be reported on subsequent Forms No. 1130 and a reference made to the first Form No. 1130 reporting the leave.

c. Time and Attendance clerks will include under "remarks" on Form No. 1130 inclusive hours of overtime worked by employees. For overtime in the continental United States, a copy of Form No. 32-3 approved by the appropriate supervisor and the Special Funds Division, OSO, or Budget and Finance Branch, AGM, will be attached to the applicable Form No. 1130 when transmitted to the appropriate paying office.

d. When night differential is claimed, Form No. 1130 must indicate the employee's regular tour of duty.

e. Correspondence pertaining to unauthorized absence must be furnished the appropriate paying office to substantiate Form No. 1130 on which AWOL is reported.

f. When annual leave is converted to sick leave as shown in paragraph 6 above, a notation to that effect must be made on Form No. 1130 and a medical certificate or other evidence administratively acceptable must support Form No. 1130.

g. Assistant Directors and Staff Chiefs will submit in duplicate to the appropriate paying office a list of persons authorized to certify the correctness of time and attendance reports, and will keep such lists current at all times.

19. Native and Foreign National Employees

This Instruction should be used for administering leave and payments to native and foreign national employees at overseas installations insofar as it is not inconsistent with local laws and practices. Any deviations required by local law or practice must be reported to the appropriate paying office in Washington and approval obtained before payment is made. Such report must furnish recommendations and a copy of the applicable law or regulation.

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R. H. HILLENKETTER
Rear Admiral, U.S.N.
Director of Central Intelligence

1 Attachment
(Night Differential Table)

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<u>TOUR OF DUTY</u>	<u>LUNCH PERIOD</u>	<u>HRS. OF NIGHT DIFFERENTIAL</u>	<u>TOUR OF DUTY</u>	<u>LUNCH PERIOD</u>	<u>HRS. OF NIGHT DIFFERENTIAL</u>
1000 - 1830	1400 - 1430	1	2000 - 0430	2400 - 0030	6
1030 - 1900	1430 - 1500	1	2030 - 0500	0030 - 0100	8
1100 - 1930	1500 - 1530	1½	2100 - 0530	0100 - 0130	8
1130 - 2000	1530 - 1600	2	2130 - 0600	0130 - 0200	8
1200 - 2030	1600 - 1630	2½	2200 - 0630	0200 - 0230	7½
1230 - 2100	1630 - 1700	3	2230 - 0700	0230 - 0300	7
1300 - 2130	1700 - 1730	3½	2300 - 0730	0300 - 0330	6½
1330 - 2200	1730 - 1800	4	2330 - 0800	0330 - 0400	6
1400 - 2230	1800 - 1830	4	2400 - 0830	0400 - 0430	5½
1430 - 2300	1830 - 1900	4½	0030 - 0900	0430 - 0500	5
1500 - 2330	1900 - 1930	5	0100 - 0930	0500 - 0530	4½
1530 - 2400	1930 - 2000	5½	0130 - 1000	0530 - 0600	4
1600 - 0030	2000 - 2030	6	0200 - 1030	0600 - 0630	4
1630 - 0100	2030 - 2100	6½	0230 - 1100	0630 - 0700	5½
1700 - 0130	2100 - 2130	7	0300 - 1130	0700 - 0730	3
1730 - 0200	2130 - 2200	7½	0330 - 1200	0730 - 0800	2½
1800 - 0230	2200 - 2230	8	0400 - 1230	0800 - 0830	2
1830 - 0300	2230 - 2300	8	0430 - 1300	0830 - 0900	1½
1900 - 0330	2300 - 2330	8	0500 - 1330	0900 - 0930	1
1930 - 0400	2330 - 2400	8	0530 - 1400	0930 - 1000	1

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